

**GUIDE FOR THE
EQUIPMENT AND SUPPLIES SHEET
DIRECT CARE STAFFING SCHEDULE
AVERAGE HOURLY WAGE CALCULATION WORKSHEET
AND THE
THRESHOLD CALCULATION WORKSHEET**

Equipment and Supplies Worksheet (page 3)

1. List on the worksheet each equipment and supply item that the individual needs. These items are purchased solely for meeting the individual's extraordinary needs. Items used within the day service program should be listed under day service, and items used within the residential service program should be listed under residential service.
2. List the annual cost of each item in the column next to the item. List a brief rationale for why this item is needed in the rationale section.
3. Total the cost of all listed items. For the items in the day section divide this total by 260 days. For the items in the residential section divide this total by 365 days. This will give you the daily cost of equipment and supplies for each service.
4. On summary page, describe in further detail the rationale for each item and the way the cost for that item was calculated.
5. Only items which are not otherwise covered by Medicaid can be listed on this form. Such items include, but are not limited to, the following:
 - Adult Briefs
 - Latex Gloves
 - Wipes
 - Alarm systems
 - Adaptive Equipment (plates, silverware, splints, positioning devices, etc., and maintenance and repair of this equipment)
 - Adaptive Furniture (special chairs, positioning tables, etc., and maintenance and repair of this equipment)

Direct Care Staffing Schedule (pages 4A, B, C, and D):

1. From Midnight to 11PM list the amount of direct care support the individual receives during each hour of the day. If the individual has a roommate, or is a participant in a day service group with which staff support is shared, use the following formula to calculate the amount of staff support:

Number of direct care staff / number of consumers = amount of staff support per client

However, if the consumer for which the extraordinary funding is being requested actually requires and receives more of the staff support than the persons with whom he shares the support, you may reasonably assign more of the staff support to this consumer. For example, if a consumer receives awake overnight support in his home and this support is mainly in place for his needs, not his roommates, then the majority of this support may be included on the individual's direct care staffing schedule sheet.

2. For Day Services, add percentages on page 4A and multiply by 5; add percentages on page 4B and multiply by 2; then add these two figures, multiply by 52 and divide by 260 for the average hours/day
 - Alternate calculation for Day Services: If the individual is in day service during the same hours Monday-Friday, add up the percentages on page 4A to get the average hours/day.
3. For Residential Services, add percentages on page 4C and multiply by 5; add percentages on page 4D and multiply by 2; add these two figures, multiply by 52 and divide by 365 for the average hours/day.
4. A justification for the calculation of the staffing hours must be written on the summary page in the "staffing needs" section. This is especially true if more of the staff support is assigned to the individual than to his roommates or day service group.

Average Hourly Wage Calculation Worksheet

1. Direct Care Staff

- a. Add the hourly rate for each staff working with the consumer in question and multiply that rate by the number of hours worked per week by each staff with that consumer. Divide this sum by the total number of hours worked per week. (An option to using this formula is to use payroll forms that show this information).
- b. Multiply the figure obtained in #1 by 1.20 to add taxes and benefits.
- c. Multiply the figure obtained in #2 by 1.15 to calculate the relief factor.

2. Program Coordinator

- a. Divide 40 hours by the number of individuals served by this program coordinator. Multiply this number by 52 weeks and divide by 260 days for day services and 365 days for residential services

- b. Determine the hourly wage from payroll forms.

3. Professional Staff

- a. For each professional staff, determine the actual service hours provided each week and multiply this figure by 52.
- b. Divide this figure by 260 if the service is provided in the day service program; divide the figure by 365 if the service is provided in the residential program.
- c. Determine hourly wage from payroll forms.

Threshold Calculation Worksheet (page 6):

Day Services:

1. Direct Care Staff

- a. In the appropriate column, indicate the actual average hours/day (from page 4A).
- b. In the appropriate column, indicate the actual average rate/hour including benefits paid for day service staff (from page 5A).
- c. Multiply the average hours/day by the average rate/hour and place this number in the cost per day box.

2. Program Coordinator

- a. The program coordinator is the person who coordinates the day service program in which the individual participates and supervises the direct care staff.
- b. In the appropriate column indicate the average number of hours/day for the day services program coordinator (from page 5B).
- c. In the appropriate column, indicate the actual pay of the day program coordinator (from page 5B).
- d. Multiply average hours/day by the average rate/hour and place this number in the cost per day box.

3. Other Services

- a. Under “other services” list each professional and/or paraprofessional service that the individual needs within the day service program which is not covered by

Medicaid. Such services may include, but are not limited to, occupational therapy, physical therapy, speech therapy, nursing, psychological services, and dietary services.

- b. Next to each professional and/or paraprofessional service indicate the average hours/day for each professional service provided in the day service program (from page 5B).
 - c. Next to each professional and/or paraprofessional service list the actual rate per hour that it costs for the professional and/or paraprofessional service provided in the day service program (from page 5B).
 - d. Multiply the average hours/day of each professional and/or paraprofessional service by the applicable rate/hour and place this number as the cost per day for each professional and/or paraprofessional service listed.
 - e. The standard for staff training within day services is 1 avg. hrs./day at \$1.60 per hour, with the total cost being \$1.60. This is the cost per day that you must use.
4. To calculate "Subtotal 1," add all of the numbers in the cost per day column which are above the "Subtotal 1" box.
 5. To calculate the "Vacancy Factor" (which allows for some amount of "out of service" days to be covered), multiply "Subtotal 1" by 0.10
 6. The cost per day for equipment and supplies should come directly off of the equipment and supplies sheet (page 3). Make sure that the number calculated for day services is used.
 7. To calculate "Subtotal 2," add "Subtotal 1" to the "Vacancy Factor" and to the cost per day of "Equipment and Supplies".
 8. To calculate "Administration", multiply "Subtotal 2" by 0.15
 9. To calculate the Total Day Service Rate, add "Subtotal 2" and "Administration".

Residential Services:

1. Direct Care Staff
 - a. In the appropriate column, indicate the actual average hours/day (from page 4C).
 - b. In the appropriate column, indicate the actual average rate/hour including benefits paid for residential service staff (from page 5A).

- c. Multiply the average hours/day by the average rate/hour and place this number in the cost per day box.

1. Program Coordinator

- a. The program coordinator is the person who coordinates the residential service program in which the individual participates and supervises the direct care staff.
- b. In the appropriate column indicate the average number of hours/day for the residential service coordinator (from page 5B).
- c. In the appropriate column, indicate the actual pay of the residential service program coordinator (from page 5B).
- a. Multiply average hours/day by the average rate/hour and place this number in the cost per day box.

1. Other Services

- a. Under “other services” list each professional and/or paraprofessional service that the individual needs within the residential service program which is not covered by Medicaid. Such services may include, but are not limited to, occupational therapy, physical therapy, speech therapy, nursing, psychological services, and dietary services.
- b. Next to each professional and/or paraprofessional service indicate the average hours/day for each professional service provided in the residential service program (from page 5B).
- c. Next to each professional and/or paraprofessional service list the actual rate per hour that it costs for the professional and/or paraprofessional service provided in the residential service program (from page 5B).
- d. Multiply the average hours/day of each professional and/or paraprofessional service by the applicable rate/hour and place this number as the cost per day for each professional and/or paraprofessional service listed.
- e. The standard for staff training within residential services is 1 avg. hrs./day at \$1.60 per hour, with the total cost being \$1.60. This is the cost per day that you must use.

1. To calculate “Subtotal 1,” add all of the numbers in the cost per day column which are above the “Subtotal 1” box.
2. To calculate the “Vacancy Factor” (which allows for some amount of “out of service” days to be covered), multiply “Subtotal 1” by 0.10

3. The cost per day for equipment and supplies should come directly off of the equipment and supplies sheet (page 3). Make sure that the number calculated for day services is used.
4. To calculate “Subtotal 2,” add “Subtotal 1” to the “Vacancy Factor” and to the cost per day of “Equipment and Supplies”.
5. To calculate “Administration”, multiply “Subtotal 2” by 0.15
6. To calculate the Total Day Service Rate, add “Subtotal 2” and “Administration”.

Justification of Rate Calculations:

1. For the specific services listed on the rate calculation worksheet you must include a corresponding justification on the justification summary page.
 - a. All direct care staff hours must be justified in the “Staffing Needs” section of the summary (page 2A).
 - b. All professional and/or paraprofessional services must be justified under the applicable section of the summary (page 2). For example, if you have nursing listed as a professional service, under the “Medical Needs” section of the summary, you must describe the way you calculated the number of nursing hours needed and the specific reasons the person needs that amount of nursing.
 - c. You do not need to include a written justification for the program coordinator cost, or the administrative cost.